

S-E-C-R-E-T

25X1
DD/1

09-3930

This Notice Expires 1 September 1970

TRAVEL

change
indicated 1 Aug 69: Travel
title or
per below 2 Aug 69: Travel
25 August 1969

25X1

ESTABLISHMENT OF A CIA TRAVEL POLICY COMMITTEERescission: 25X1
25X1**1. GENERAL**

- a. This notice amends and replaces which announced the establishment of the CIA Travel Policy Committee.
- b. The Travel Policy Committee will advise and assist the Deputy Director for Support in connection with the timely review and adoption of Agency travel policies and the coordination and promulgation of travel regulations.

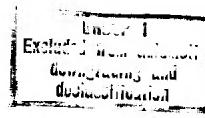
2. RESPONSIBILITIES

The Committee will be responsible for:

- a. Evaluating recommended changes of Agency travel policies, regulations and practices from the standpoint of legality, equity, economy, administrative feasibility and consistency of application.
- b. Ensuring that Agency travel regulations and practices are in accordance with applicable laws and with officially authorized interpretations thereof. When an inconsistency is determined to exist, it will be referred to the appropriate action office for development of a proposed change in policy, regulation or procedure.
- c. Analyzing Agency travel policies with a view to improving efficiency, reducing costs, and ensuring equity and consistency in the application of travel policies and regulations.
- d. Ensuring that the Deputy Director for Support and other senior officials as appropriate are provided with timely authoritative advice respecting travel policies, problems, and practices.

MORI/CDF pages 25 thru 29

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[Redacted]
25 August 1969

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3. AUTHORITIES

Each member of the Committee will be delegated authority by the appropriate Deputy Director to represent that Directorate in connection with the formulation of travel policy, and will be authorized to coordinate for and on behalf of his respective Directorate on all regulatory instances pertaining to travel.

4. COMPOSITION OF COMMITTEE

The Committee will be composed of a Chairman designated by the Deputy Director for Support and one member representing each Directorate and the General Counsel. The Director of Finance will designate a Secretary and Advisor to the Committee.

Each member of the Committee shall have a duly appointed alternate to represent his Directorate in case of his absence. The member shall notify the Secretary of the Committee upon the appointment or change in designation of his alternate.

Representatives of the Offices of Personnel and Security and the Central Cover Staff will be called upon to act as Advisors to the Committee, as required. The Committee will meet as often as necessary at the call of the Chairman.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

(signed) John W. Coffey

R. L. BANNERMAN
for Deputy Director
for Support

25 AUG 1969

DISTRIBUTION: AB

ADD/S:JWC/ms (22 Aug 69)

Distribution:

Orig - RCB

1 - DD/S Signature (RCB)

2

1 - DD/S Chrono

1 - DD/S Subject /

S-E-C-R-E-T

This Notice Expires 1 September 1970

TRAVEL

22 August 1969

ESTABLISHMENT OF A CIA TRAVEL POLICY COMMITTEE

Rescission:

25X1

1. GENERAL

Effective with the publication of this notice, there is established a CIA Travel Policy Committee to advise and assist the Deputy Director for Support in connection with the timely review and adoption of Agency travel policies and the coordination and promulgation of travel regulations.

2. RESPONSIBILITIES

The Committee will be responsible for:

- a. Evaluating recommended changes of Agency travel policies, regulations and practices from the standpoint of legality, equity, economy, administrative feasibility and consistency of application.
- b. Ensuring that Agency travel regulations and practices are in accordance with applicable laws and with officially authorized interpretations thereof. When an inconsistency is determined to exist, it will be referred to the appropriate action office for development of a proposed change in policy, regulation or procedure.
- c. Analyzing Agency travel policies with a view to improving efficiency, reducing costs, and ensuring equity and consistency in the application of travel policies and regulations.
- d. Ensuring that the Deputy Director for Support and other senior officials as appropriate are provided with timely authoritative advice respecting travel policies, problems, and practices.

3. AUTHORITIES

Each member of the Committee will be delegated authority by the appropriate Deputy Director to represent that Directorate in connection with the formulation

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TRAVEL

22 August 1969

of travel policy, and will be authorized to coordinate for and on behalf of his respective Directorate on all regulatory issuances pertaining to travel.

4. COMPOSITION OF COMMITTEE

The Committee will be composed of a Chairman designated by the Deputy Director for Support and one member representing each Directorate and the General Counsel. The Director of Finance will designate a Secretary and Advisor to the Committee.

Each member of the Committee shall have a duly appointed alternate to represent his Directorate in case of his absence. The member shall notify the Secretary of the Committee upon the appointment or change in designation of his alternate.

Representatives of the Offices of Personnel and Security and the Central Cover Staff will be called upon to act as Advisors to the Committee, as required. The Committee will meet as often as necessary at the call of the Chairman.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

R. L. BANNERMAN
Deputy Director
for Support

DISTRIBUTION: AB

pls pull the
latest travel
Committee vision -
hope it not printed
yet - so we
can see about
adding OP rep

21 AUG 1969

21 Aug 69 - Mr. C. - RCB advises that [redacted] was
forwarded to the Printing Plant on 14 Aug. Would you
like for me to ask them to suspend action?

25X1



STAT

indicated
that they were
inviting Personnel Reps.
to all meetings.

I'd say that we
should give in and
name a Personnel Rep
as a member of an
Organization.

SECRET

15 AUG 1969

MEMORANDUM FOR: Executive Director-Comptroller
Deputy Director for Science and Technology
Deputy Director for Plans
Deputy Director for Intelligence
Inspector General
General Counsel

SUBJECT : [REDACTED] The CIA Travel Policy Committee 25X1
(Job 5921-BTJ)

REFERENCE : [REDACTED] 17 April 1969 25X1

1. We are forwarding for your information an advance copy 25X1
of [REDACTED] the CIA Travel Policy Committee, which the Deputy
Director for Support has approved.

2. The committee recommended rescission of [REDACTED] and 25X1
publication of a revised notice, reflecting the following changes:

(a) The committee will no longer review or adjudicate
travel claims or make recommendations to the Deputy Director
for Support respecting the validity or equitable settlement
of such claims;

(b) Provision is made for designation of alternates
for each member.

[REDACTED]

25X1

Chief, Support Services Staff

Attachment:

Proposed [REDACTED]

Distribution:

0+5 - Addressees

1 - D/F (info)

1 - D/P (info)

1 - D/C (info)

1 - SSA-DDS (info)

1 - DDS/Chrono

1 - DDS/Subject

1 - RCB w/h

SSS/RCB/BTJ:llc (13 August 1969)

25X1

cc: D/P

D/P

D/C

SSA-DDS

SECRET
25X1
Approved for release under the
Freedom of Information Act

FILE Travel

DD/S 69-3656

Assistant Deputy Director for Support
Room 7D18
Hqs

6 Aug 1969

Chief, Support Services Staff
Room 710, Magazine

To 1 and 2 -

Chief, Regulations Control Branch
Room 712, Magazine

The Travel Policy Committee recommended revision of 25X1 to delete references to the Committee's dealing with travel claims. In addition, the Committee proposed that provision be made for the designation of alternates for each member. Names are deliberately not included for the alternates to limit the likelihood of having to update as individual assignments are changed. The deletion of the name of the Advisor and Secretary reflects the same idea.

Since the above, with the exception of the deletion of the Secretary's name and the substitute sentence regarding the Advisor and Secretary, represent Committee views, we do not believe that formal coordination is required.

25X1

(signed) John W. Coffey

John W. Coffey

Att

_____ dtd 7 Aug 69, subj:
Establishment of a CIA Travel
Policy Committee

ADD/S:JWC/ms (6 Aug 69)

Distribution:

Orig RS - Adses, w/O&1 of Att

1 - DD/S Chrono, w/cy of Att

1 - DD/S Subject, w/cy of Att

~~SECRET~~

This Notice Expires 1 September 1970

TRAVEL

25X1

7 August 1969

ESTABLISHMENT OF A CIA TRAVEL POLICY COMMITTEE

Rescission:

25X1

1. GENERAL

Effective with the publication of this notice, there is established a CIA Travel Policy Committee to advise and assist the Deputy Director for Support in connection with the timely review and adoption of Agency travel policies and the coordination and promulgation of travel regulations.

2. RESPONSIBILITIES

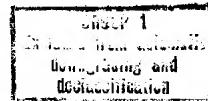
The Committee will be responsible for:

- a. Evaluating recommended changes of Agency travel policies, regulations and practices from the standpoint of legality, equity, economy, administrative feasibility and consistency of application.
- b. Ensuring that Agency travel regulations and practices are in accordance with applicable laws and with officially authorized interpretations thereof. When an inconsistency is determined to exist, it will be referred to the appropriate action office for development of a proposed change in policy, regulation or procedure.
- c. Analyzing Agency travel policies with a view to improving efficiency, reducing costs, and ensuring equity and consistency in the application of travel policies and regulations.
- d. Ensuring that the Deputy Director for Support and other senior officials as appropriate are provided with timely authoritative advice respecting travel policies, problems, and practices.

3. AUTHORITIES

Each member of the Committee will be delegated authority by the appropriate Deputy Director to represent that Directorate in connection with the formulation

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7 August 1969

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TRAVEL

of travel policy, and will be authorized to coordinate for and on behalf of his respective Directorate on all regulatory issuances pertaining to travel.

4. COMPOSITION OF COMMITTEE

The Committee will be composed of:



Support Services	Chairman
Clandestine Service	Member
Directorate of Intelligence	Member
Directorate of Science and Technology	Member
Office of General Counsel	Member

25X1

The Director of Finance will designate a Secretary and Advisor to the Committee.

Each member of the Committee shall have a duly appointed alternate to represent his Directorate in case of his absence. The member shall notify the Secretary of the Committee upon the appointment or change in designation of his alternate.

Representatives of the Offices of Personnel and Security and the Central Cover Staff will be called upon to act as Advisors to the Committee, as required. The Committee will meet as often as necessary at the call of the Chairman.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

(Signature)

R. L. BANNERMAN
Deputy Director
for Support

6 AUG 1969

DISTRIBUTION: AB

ADD/S:JWC/ms (6 Aug 69)

2

DD/S Distribution:

Orig - RCB

S-E-C-R-E-T

1 - DD/S Signature (RCB) 1 - DD/S Chrono 1 - DD/S Subject

Approved For Release 2006/10/12 : CIA-RDP84-00780R003800030014-5
SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM

	UNCLASSIFIED	CONFIDENTIAL	SECRET
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OFFICIAL ROUTING SLIP

TO	NAME AND ADDRESS	DATE	INITIALS
1	Mr. Coffey	15 JUL 1969	<i>JCB</i>
2	SSA		
3			
4			
5			
6			
ACTION	DIRECT REPLY	PREPARE REPLY	
APPROVAL	DISPATCH	RECOMMENDATION	
COMMENT	FILE	RETURN	
CONCURRENCE	INFORMATION	SIGNATURE	

Remarks:

Jack,

Attached is proposed revision of [redacted].
The Travel Policy Committee feels that Committee is not proper avenue for adjudication of claims - that such should be handled through command channels. I agree. Also provision for alternate members is needed. [redacted] and I would like to discuss these items as well as get your general reaction to committee posture and coverage when convenient with you.

STAT

STAT

STAT

*1-2 I suggested this via [redacted]
your return. Pls bring up after
you surface.*

FOLD HERE TO RETURN TO SENDER

FROM: NAME, ADDRESS AND PHONE NO.	DATE

UNCLASSIFIED	CONFIDENTIAL	SECRET
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P -

Let's take a reading
on the Favel Committee

- would you call



secy & ask if
any meetings have
yet been held

25X1

12 June 69

JWC

Mr. Bush's secretary (in absence of
secretary) advised "not that they know of".

25X1

This Notice Expires 1 May 1970

TRAVEL

17 April 1969

25X1

17 April 1969

25X1

ESTABLISHMENT OF A CIA TRAVEL POLICY COMMITTEE

1. GENERAL

Effective with the publication of this notice, there is established a CIA Travel Policy Committee to advise and assist the Deputy Director for Support in connection with the timely review and adoption of Agency travel policies, the coordination and promulgation of travel regulations, and the review and adjudication of disputed travel claims.

2. RESPONSIBILITIES

The Committee will be responsible for:

- a. Evaluating recommended changes of Agency travel policies, regulations and practices from the standpoint of legality, equity, economy, administrative feasibility and consistency of application.
- b. Ensuring that Agency travel regulations and practices are in accordance with applicable laws and with officially authorized interpretations thereof. When an inconsistency is determined to exist, it will be referred to the appropriate action office for development of a proposed change in policy, regulation or procedure.
- c. Analyzing Agency travel policies with a view to improving efficiency, reducing costs, and ensuring equity and consistency in the application of travel policies and regulations.
- d. Reviewing disputed or appealed travel claims and making recommendations to the Deputy Director for Support respecting the validity and equitable settlement of such claims.
- e. Ensuring that the Deputy Director for Support and other senior officials as appropriate are provided with timely authoritative advice respecting travel policies, problems, and practices.

3. AUTHORITIES

Each member of the Committee will be delegated authority by the appropriate Deputy Director to represent that Directorate in connection with the formulation of travel policy, and will be authorized to coordinate for and on behalf of his respective Directorate on all regulatory issuances pertaining to travel.

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GROUP 1
Excluded from automatic
downgrading and
declassification

17 April 1969

TRAVEL

25X1

4. COMPOSITION OF COMMITTEE

The Committee will be composed of:



Support Services	Chairman
Clandestine Service	Member
Directorate of Intelligence	Member
Directorate of Science and Technology	Member
Office of General Counsel	Member
Office of Finance	Advisor and Secretary

25X1

Representatives of the Offices of Personnel and Security and the Central Cover Staff will be called upon to act as Advisors to the Committee, as required. The Committee will meet as often as necessary at the call of the Chairman.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

R. L. BANNERMAN
Deputy Director
for Support

Each member of the Committee shall have a duly appointed alternate to represent his Directorate in case of his absence. The member shall notify the Secretary of the Committee upon the appointment or change in designation of his alternate.

MF will furnish Secretary

DISTRIBUTION: AB

100-1410-6691

5 Feb. 69

MEMORANDUM FOR: Deputy Director for Intelligence
Deputy Director for Plans
Deputy Director for Science and Technology
General Counsel

SUBJECT : Establishment of a CIA Travel Policy Committee

1. The Inspector General in his last Survey of the Office of Finance included a recommendation that I prepare and submit to the Executive Director-Comptroller for approval a proposal for the establishment of the CIA Travel Policy Committee. This recommendation was approved in a proposed title, concerning the establishment and assignment of responsibility of such a Committee, was submitted to the Executive Director-Comptroller as a part of a final report on the IG Survey, which he approved and accepted as such.

2. I am now moving to establish the Travel Committee which will be concerned in a Headquarters Notice, a draft copy of which is attached for your information. Despite the fact that another Inter-Directorate group is already established, I believe that you will agree that this group is needed and that each of us will benefit from its operation as we have from the operations of the Covert Tax Committee and the Administrative Allowances Committee. I am designating [redacted] Deputy Director for Finance Operations, Office of Finance, as Chairman and would appreciate receiving the name of your designee on the Committee as soon as convened.

STAT

12
R. L. Rennerman
Deputy Director
for Support

AGC

STAT

cc: Director of Finance, w/Att ✓
Director of Personnel, w/Att
Director of Security, w/Att



SECRET//NOFORN

[Redacted]

25X1

ESTABLISHMENT OF A CIA TRAVEL POLICY COMMITTEE

1. GENERAL

Effective _____ there is established a CIA Travel Policy Committee to advise and assist the Deputy Director for Support in connection with the timely review and adoption of Agency travel policies, the coordination and promulgation of travel regulations, and the review and adjudication of disputed travel claims.

2. RESPONSIBILITIES

The Committee will be responsible for:

a. Generating recommendations for changes, and evaluating changes recommended by others, of Agency travel policies, regulations and practices from the standpoint of legality, equity, economy, administrative feasibility, and consistency of application.

b. Ensuring that Agency travel regulations and practices are in accordance with applicable laws and with officially authorized interpretations thereof, and that appropriate changes in regulations are coordinated and issued on a timely basis.

c. Analyzing Agency travel policies with a view to improving efficiency, reducing costs, and ensuring equity and consistency in the application of travel policies and regulations.

d. Reviewing disputed or appealed travel claims and making recommendations to the Deputy Director for Support respecting the validity and equitable settlement of such claims.

e. Ensuring that the Deputy Director for Support and other senior officials as appropriate are provided with timely authoritative advice respecting travel policies, problems, and practices.

3. AUTHORITIES

Each member of the Committee will be delegated authority by the appropriate Deputy Director to represent that Directorate in connection with the formulation of travel policy, and will be authorized to coordinate for and on behalf of his respective Directorate on all regulatory issuances pertaining to travel.

4. COMPOSITION OF COMMITTEE

The Committee will be composed of:

A Senior Officer designated by DD/S - Chairman

A Senior Officer designated by DD/P - Member

A Senior Officer designated by DD/I - Member

A Senior Officer designated by DD/S&T - Member

A Representative of the Office of General Counsel - Member

A Representative of the Office of Finance - Advisor & Secretary

ORGANIZATION:



Representatives of the Office of Personnel and Security, and the Central Cover Staff, DDCI/P, will be called upon to act as Advisors to the Committee, as required. The Committee will meet as often as necessary at the call of the Chairman.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

R. L. RANNERMAN
Deputy Director
for Support

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Next 10 Page(s) In Document Denied